

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039**

JUNE 7, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Streaan, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF APRIL 26, 2017 MEETING:** Motion made by Derr to approve the April 26, 2017 Minutes, as amended; seconded by Schaefer. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** One involuntary discharged to report.
8. **CENSUS REPORTS:**

CBIC:	23 of 30, with 1 possible admit today; 2 potential admits this month
Clearview:	117 of 140, with 1 possible admit to the rehab household, today
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	42 of 46, with 1 in the hospital; an assessment today; and tour today for possible admit
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	16 of 20, with 1 in the rehab household to return this month; 1 possible admission

9. **ADMINISTRATOR'S REPORT:**

- **Census PowerPoint Presentation ~ Lori Kurutz:** Lori Kurutz, Director of Support Services, gave a PowerPoint presentation regarding Clearview census. Topics discussed were the 2016 census, 2017 census information for January through present, discharges/expiration, the decline in dementia admissions, marketing tools for admissions, and the average length of stay on the Behavioral Health household. In 2016, the number of admissions for the year was 113 admissions with an average of 9.4 admissions per month. In 2017, through the first five months, we have been averaging 12 admissions per month.
- **Contracts:** Several contracts are being actively worked on:
 - **Veterans Administration:** The Application for the Veterans Administration will be submitted soon. We would also be looking towards offering hospice benefits to veterans.
 - **Hillside Hospice:** Administrator Hooper met with Lisa White of Hillside Hospice. Hospice services would start out at Northview Heights (community-based residential facility), then to Trailview and Clearview Community Group Home (the adult family homes), and eventually the nursing home. Staff from Hillside Hospice would work together with Clearview staff.
 - **Optum:** Hooper and Wiley have met with Optum personnel and will be meeting again in July to discuss the finance and clinical aspects of the contract.

Other contracts being reviewed are with Dean, I-Care, and My Choice.

- **Psychiatric Services:** Clearview has been contracting for consulting Psychiatric Services through Journey Medical in Madison for a number of years. The psychiatrist we work with is retiring and Journey Medical is looking at taking a different direction in the community. Clearview is currently looking at Optum for psychiatric services.
- **Changes to Clearview Behavioral Health:** Hooper summarized conversations she has had with the Department of Quality Assurance and monitoring admissions and waiting lists for the Committee. Discussion held. The consensus of the Committee was to move forward with reducing the nursing home license from 140 to 130 beds and creating Clearview Behavioral Health III with ten beds.
- **Consider, Discuss, and Take Potential Action on Authorization to Acquire Clinical and Billing Software Subscription and Professional Services ~ Resolution:** A Resolution was reviewed by the Committee to authorize and acquire MatrixCare's clinical and billing software and professional services. Motion by Duchac to approve the Resolution as drafted; seconded by Schaefer. Motion carried. The Resolution will go before the IT Committee and on June 12, the Finance Committee on June 13, and the County Board of Supervisors on June 20, 2017.
- **Marsh Country Health Alliance ~ Set 2018 Assessment Rate: June 26, 2017:** The annual meeting to discuss next year's MCHA assessment rate is scheduled for June 26,

2017. The estimated assessment for counties other than Dodge for 2018 is approximately \$326,000.

- **Update: Accounts Receivable / Aging Accounts:** The Committee was updated on the status of Clearview's accounts receivable and aging.
- **LeadingAge I-Lead:** Administrator Hooper has been asked by LeadingAge to be a coach for I-Lead, a four-session leadership program training course used to train individuals leadership skills.
- **Planning Presentation by Hooper:** Hooper provided a presentation of succession planning for the Clearview organization.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

2017 Financial Update: Wiley provided the Committee with an update of the 2017 budget. He stated that revenues were up, however, several factors needed to be taken into account. First, Clearview received half of the settlement from the defective siding claim. Secondly, the Brain Injury Center saw an increase in the Medicaid rate. However, the Medicaid rate was entered into the state system incorrectly so Clearview was overpaid by approximately \$290,000. The state has been recouping the funds incrementally and will finish in June. The net effect is that revenues down as census is down.

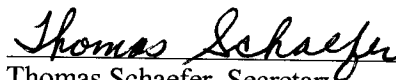
Expenses are down as staff are constantly monitoring their budgets.

Wiley did mention that the contracts that Clearview is working on should assist in producing additional referrals and subsequently additional revenues.

10. **NEXT MEETING DATE:** *Wednesday, July 5, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair, to adjourn. Meeting adjourned at 10:25 a.m.

Dated this 5th day of July, 2017.

Respectfully submitted,


Thomas Schaefer, Secretary